

No. CEO-CHB/2021/PA/39

Dated: 09.04.2021

NOTE

Subject: Failure to maintain punctuality

Vide note dated 13.06.2019 regarding Bio-Metric Attendance System, the following was specifically directed:

'All officers/officials are required to report by the prescribed time in the morning. In case, due to some un-avoidable reasons on the particular day, he/she gets little late, then it is expected that he/she shall compensate the delay while leaving late in the evening of the particular day. However, this can't be a regular feature. The Controlling Officers are authorized to certify that the concerned person got delayed/left early because of some official work or due to any particular genuine reason. However, if it is found that the person has left office after marking attendance, without permission, then action will be taken against the controlling officer also for supervisory lapse on their part with appropriate remarks in their ACRs/APARs about their administrative incapacitates.'

Yesterday, it was brought to my notice that one Shri Rajinder Kumar, Peon is not marking attendance on Bio-metric/Smart Attendance System and he generally leave the office, within an hour or two, after marking attendance in a Register. Yesterday at about 11.00 am, when the undersigned called the official, it was informed that he had already left.

This is clear violation of the instructions and supervisory failure on the part of the controlling officer to maintain punctuality and discipline. It is not clear as how the monthly salary was being released while he was not marking attendance on the Bio-metric/Smart Attendance System.

Explanation of the concerned official, his controlling officer and other officers responsible for above lapses may be called for appropriate actions against them.


(Yashpal Garg, IAS)
Chief Executive Officer

To,
Chief Account Officer
Chandigarh Housing Board

Copy to following with the direction to ensure strict compliance of punctuality with regard to the officers/official under their control:

1. Secretary, CHB
2. Chief Engineer, CHB
3. Chief Account Officer, CHB
4. Administrative Officer, CHB
5. Sr. Law Officer, CHB
6. Computer Incharge

CI/CHB/1017
Dated 9/4/21